



**PLANNING AND COMMUNITY
DEVELOPMENT OFFICE**

BOARD OF COMMISSIONERS
STEVEN G. DERSHEM, *Chair*
CHRIS EXARCHOS
MICHAEL PIPE

Willowbank Office Building
420 Holmes Street
Bellefonte, Pennsylvania 16823-1488
Telephone (814) 355-6791
FAX (814) 355-8661
www.co.centre.pa.us

DIRECTOR
ROBERT B. JACOBS

ASSISTANT DIRECTOR
SUSAN B. HANNEGAN

MEMO

TO: Centre County Municipal Officials
FROM: Sue Hannegan
SUBJECT: ACT 13 Spring Reporting Requirements
DATE: January 11, 2013

There are two (2) required ACT 13 municipal report requirements for Spring 2013.

- 1) On December 20, 2012, the Pennsylvania Public Utility Commission (PUC) clarified that municipal budget reports from local governments receiving impact fee monies are due **March 1** of each year. Every Centre County municipality must submit this form.

The annual budget report documents a municipality's final approved budget for the prior fiscal year. **However, for the upcoming year's deadline, March 1, 2013, the municipal budget reports for both 2011 and 2012 must be filed with the PUC.**

In subsequent years, only the prior year's final approved budget report will be due. For example, the municipal budget report for 2013 will be due on or before March 1, 2014.

- 2) The 2012 Unconventional Gas Well Fund Usage Report must be submitted to the PUC by **April 15th** and posted on your municipal website or on the county's website, if a municipal website is not available. This report documents how your municipality allocated the funds received in the November 2012 disbursement.

CHECKLIST:

- **March 1, 2013** -- File the Municipality Approved Budget Reports for both 2011 and 2012 with the PUC. **Forms attached.**
The Budget Report Forms require your municipal FIPS Code number – a list of FIPS numbers is **attached**.
- **April 15, 2013** – File the Unconventional Gas Well Fund Usage Report for your municipality. **Form attached.**
- e-mail Reports to: RA-Act13-Fiscal@pa.gov